

# **ACCOUNTING ADMINSTRATOR I (SPECIALIST)**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** November 13 – 16, 2001

**Collective Bargaining Identification:** R01

**Job Analysis Conducted By:** Kathy Khan, Staff Services Analyst,  
Personnel Examining Section  
Chuenta Rhym, Staff Services Analyst  
Personnel Examining Section

**Number of Incumbents:** There are 5 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated August 31, 2001.

### **Names of the Subject Matter Expert(s) and their background:**

**Jaime Corvera**      **Accounting Administrator II, RAO Central Coast**

**Gayle Fifield**      **Accounting Administrator II, RAO Central Valley**

**Kim Garcia**      **Accounting Administrator II, Headquarters Acctg. Svcs.**

**Tim Gilpin**      **Accounting Administrator III, Headquarters Acctg. Svcs.**

**The subject matter experts remained the same during the entire job analysis process.**

## **ACCOUNTING ADMINISTRATOR I (SPECIALIST) INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification, Accounting Administrator I (Specialist);
- State of Delaware Specifications for their Administrative Officer
- Accounting Administrator (Specialist) duty statements
- Personnel Examining History and class file